

Job Description

STUDENT SUPPORT MANAGER

School:	Colchester Academy
Reports to:	SLT
Salary/Grade:	Scale 6, Point 19 - 24
Hours/Weeks	37 hours per week, 39 weeks per year + 5 PD days
Job Purpose:	The main purpose of this post is the management of provision for students at risk of exclusion (either internally or externally). Student Support Managers will be responsible for managing the Academy's Student Support unit, liaising with Academy staff, parents and external agencies.

KEY ACCOUNTABILITIES AND RESPONSIBILITIES:

Behaviour Support

- Liaise with Year Leaders/SENCO/SLT about the behaviour of students in the Academy and assist in identifying students whose interventions will be managed by the Student Support Manager team.
- Plan intervention programmes for identified students liaising with key staff (SENCO/Team Leaders) to ensure literacy and numeracy skills development and/or continuity in subject provision.
- Make decisions with regard to student serious misconduct referrals from staff, where appropriate referring decisions to fixed term exclude to a senior member of staff.
- Contact parents as appropriate hold/attend readmission meetings.
- Ensure that key staff (Year Leaders/SENCO/SLT) and parents are regularly updated about the progress of students on behaviour intervention programmes.
- As appropriate liaise with external agencies.

Student Support Unit

- Ensure that the environment in the PLA Unit is one that reinforces positive student behaviour.
- Maintain high standards of discipline and order.
- Supervise students referred to the PLA Unit and establish positive relationships with them. (Students may be referred to the Student Support Unit either for a period of internal exclusion or as a positive intervention in order to prevent an escalation of sanctions).
- Select appropriate resources/activities for completion by students referred for a period of internal exclusion.
- Where necessary, support students in the completion of work set.
- For students referred as a positive intervention liaise with key staff (SENCO/Team Leaders) to ensure that an appropriate education programme is in place for individual students.
- Maintain records of the time spent by students in the PLA Unit and ensure that these are

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made available to identified staff as required.

- Supervise students referred for a period of internal exclusion during break/lunch times (lunchtimes will not be at the same times as those for the rest of the Academy) ensuring that students meet Academy expectations at these times.
- Ensure that the PLA Unit is always appropriately resourced.
- To help establish and maintain positive relationships between school staff and parents/carers and encourage the consistent use of behaviour management techniques at home.
- To conduct home visits in relation to safeguarding, attendance and other issues that are relevant to the well-being of a student. (You will need own car and business insurance - fuel can be recharged).

Lesson Support

- Provide lesson support as required.
- Ensure any relevant paperwork is completed.

Professional Development

- Participate in the Academy's Performance Management Programme.
- Undertake appropriate professional development.

Staff Meetings

- Participate in meetings and Professional Development activities at the Academy.

Additional Duties

As a member of staff working in a school setting to have a duty to help keep young people safe and to protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and well-being of staff.

To undertake duties as a member of staff in a school that works in partnership with other organisations, to contribute to the development and sharing of good practice into partnerships with other schools and relevant bodies. This may include undertaking duties and work in other schools and at other locations.

To carry out such other duties which may be required from time to time, within the grading of the post.

Professional Behaviour

- To be professional, friendly and respectful towards all colleagues, and to address any concerns through proper channels.
- To be professional, friendly, fair and firm with students, demonstrating the sort of politeness and respectfulness that we wish them to emulate.

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- To be friendly, helpful and welcoming to parents/carers and others visiting or making contact with the Trust.
- To provide a good role model for students and staff.
- To support and uphold the aims, values and ethos of the Trust.
- To maintain an appropriate and professional distance with students in more informal situations.
- To celebrate and praise the achievements of staff and students.
- To deal with everyone in the Trust community in a manner which conveys mutual respect.
- Not to behave towards anyone in the Trust community in a manner which is aggressive, intimidating or demeaning in any way.
- Be smartly and professionally dressed.

Miscellaneous

- To continue personal development as agreed at performance review meetings.
- To engage actively in the performance review process.
- To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To comply with the Trust's Health & Safety policy and undertake risk assessments as appropriate.
- To comply with safeguarding policies at all times.
- To show a record of excellent attendance and punctuality.
- The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes. Appropriate training will be given to enable the post holder to undertake this new/varied work.

Penrose Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes. As a term of your employment, you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the line manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.